



## Coordinating a Successful Food Drive

Here are some ideas to help make your participation in the Spring Hope Food Drive as simple and successful as possible:

- **Please ensure your site staff are aware that their buildings have been signed up to participate. This will alleviate any unnecessary pickups and help us stay organized. Many smaller food banks are run by volunteers so ensuring your staff are aware that their building is participating will help allocate resources.**
- Enlist high school students as volunteers. It can be used for their mandatory volunteer hours for graduation. Many buildings also have residents that enjoy pitching in and canvassing on the night of the food drive.
- Reward your staff's hard work on the food drive with a pizza party, token of appreciation, etc.
- Get a healthy competition going, which building can collect the most. Get creative with your staff.
- Encourage your Head Office Staff to get out there and help. Chances are many of them haven't your site staff in person. It is a great way to get them onsite and for team building.
- Put a checklist together a few weeks before the food drive:
  - collect boxes to put the food in
  - put aside a shopping cart to go door to door with
  - sign up volunteers
  - put up posters at least two weeks prior
  - clear an area to store your collected food (it may be a few days before it is picked up)
  - talk to your residents about the food drive at every opportunity

**GOOD LUCK!**